

State of Wyoming

2021-2022

Biennium Budget Request



Agency 016: Board of Barber Examiners

Prepared for the February 2020 Legislature.

The information in this budget request has been developed in accordance with the agency plan prepared according to W.S. 28-1-115 & 28-1-116 [W.S. 9-2-1011(b)(vi)].

Submitted by:

Signature

Sharon Bennett

Name

Sharon Bennett

Title

Executive Secretary

Person(s) responsible for the preparation of this budget:

Sharon Bennett



Budget Division

Department of Administration and Information

TABLE OF CONTENTS

<u>016 - BOARD OF BARBER EXAMINERS</u>	<u>PAGE</u>
DEPARTMENT BUDGET SUMMARY TABLE.....	3
DEPARTMENT BUDGET NARRATIVE.....	4
0100 - ADMINISTRATION	8
0101 - ADMINISTRATION NARRATIVE.....	9
0101 - ADMINISTRATION BUDGET REQUEST	11

DEPARTMENT BOARD OF BARBER EXAMINERS							DEPT 016
1 Description	Code	2 Base Budget 2021-2022	3 Standard Budget	4 Total Dept Exception Request	5 Total Budget Request	6 Governor's Exception Changes	7 Governor's Recommendation
DIVISION							
ADMINISTRATION	0100	43,157	48,795	1,540	50,335	0	50,335
TOTAL BY DIVISION		43,157	48,795	1,540	50,335	0	50,335
OBJECT SERIES							
PERSONAL SERVICES	0100	14,366	14,482	0	14,482	0	14,482
SUPPORTIVE SERVICES	0200	16,627	16,627	0	16,627	0	16,627
RESTRICTIVE SERVICES	0300	2,020	5,946	0	5,946	0	5,946
CENT. SERV./DATA SERV.	0400	820	2,416	1,540	3,956	0	3,956
CONTRACTUAL SERVICES	0900	9,324	9,324	0	9,324	0	9,324
TOTAL BY OBJECT SERIES		43,157	48,795	1,540	50,335	0	50,335
SOURCES OF FUNDING							
OTHER FUNDS	Z	43,157	48,795	1,540	50,335	0	50,335
TOTAL BY FUNDS		43,157	48,795	1,540	50,335	0	50,335
AUTHORIZED EMPLOYEES							
TOTAL AUTHORIZED EMPLOYEES							

SECTION 1. STATE OF THE AGENCY

Agency Overview

The Board of Barber Examiners encompasses public health and safety through education and enforcement of barber laws rules, and regulations, and licensing for the barber industry to include barber, barber stylist, instructors, barber shops, and schools. The Board enforces regulation by inspections and by investigations of consumer complaints.

Agency Background & Structure

The Board of Barber Examiners is a regulatory agency for the Barbering profession and its related fields. The Board was established to oversee the health and safety of the public, issue personal licenses through examination and endorsement, and to license and oversee barber shops and schools. The three-member board is appointed by the governor and are all licensed professionals within the field of barbering. Day to day operations are overseen by an Executive Secretary through an administrative contract with the Board of Cosmetology.

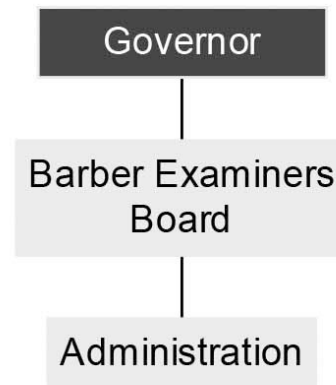
Agency Challenges/Risks/Priorities

Barbering is one of the fastest growing professions across the country and keeping up with this changing and evolving field can be a challenge for a regulatory agency. Staying current on the latest health, safety and infection control issues is a top priority for the board, staff and inspectors. Unlicensed practice is a concern not only in Wyoming but all across the country. Maintaining licensing requirements and proper infection control procedures without impeding on free enterprise can be a difficult challenge in a regulatory agency, but it is a priority for the Board of Barber Examiners.

Agency Successes and Efficiencies

The Board of Examiners has now approved three barber schools across the state, these schools will mean growth within the industry and keeping up on inspections for health, safety and infection control is a priority of the Board. Through inspections the Board is also cutting down on the number of unlicensed facilities across the state which in turn helps protect the consumers of Wyoming. As the number of licensees grow so does the cost of administration, the board will continue to keep expenditures to a minimum through this process.

SECTION 2. DEPARTMENT ORGANIZATION



SECTION 3. DEPARTMENT STATUTORY AUTHORITY

W.S. 33-7-101 through 33-7-211

SECTION 4. PERFORMANCE MEASURES

To continually safeguard and promote public health, safety and welfare by maintaining consumer confidence in obtaining professional services through adherence and enforcement of high standards for professional licensing.

Objective: Annually achieve 85% consumer/licensee satisfaction through public awareness, fair and balanced regulation, education, examination, licensure and investigations.

The objective will be accomplished by administering examinations to test minimum competence; issuing licenses; maintaining directories of licensed Barbers, Barber Stylist, Shops and Schools; investigating complaints filed against licensees; conducting administrative hearings to determine if licenses should be suspended or revoked; promulgating regulations; collecting and expending revenue in a fiscally responsible manner; providing customer service to licensees and consumers in a professional and timely manner. To develop new programs to educate licensee's as well as establish license categories to help support the workforce in the state.

DEPARTMENT BOARD OF BARBER EXAMINERS

DEPT 016

SECTION 5. DEPARTMENT PRIORITIES

016 - Board of Barbe Examiners 2021-2022 Biennium Priorities									
Priority	Division	Unit #	Program Name / Description	\$	GF	FF	OF	# of Positions	Describe the consequences if priority is cut.
1	0100	0101	Administration Totals	\$48,795	\$	\$	\$48,795	0	Board's total budget. Could not operate to fulfill its obligations or achieve its mission.

DEPT 016

016- Board of Barber Examiners 2021-2022 Exception Budget Request									
Priority	Unit #	Description	Department Request		Governor's Recommendation				
			Amount	Pos	Amount	GF	FF	OF	Pos
1	0101	Cost of web maintenance and updates	\$1,540	0	\$0	\$0	\$0	\$1,540	0
Totals			\$1,540	0	\$0	\$0	\$0	\$1,540	0
General Fund			\$0						
Federal Funds			\$0						
Other Funds			\$1,540						
Total Request			\$1,540						

DEPARTMENT BOARD OF BARBER EXAMINERS							DEPT 016
DIVISION ADMINISTRATION							DIV NO 0100
1	2	3	4	5	6	7	
Division	Code	Base Budget 2021-2022	Standard Budget	Total Dept Exception Request	Total Budget Request	Governor's Exception Changes	Governor's Recommendation
UNIT							
ADMINISTRATION	0101	43,157	48,795	1,540	50,335	0	50,335
TOTAL BY UNIT		43,157	48,795	1,540	50,335	0	50,335
OBJECT SERIES							
PERSONAL SERVICES	0100	14,366	14,482	0	14,482	0	14,482
SUPPORTIVE SERVICES	0200	16,627	16,627	0	16,627	0	16,627
RESTRICTIVE SERVICES	0300	2,020	5,946	0	5,946	0	5,946
CENT. SERV./DATA SERV.	0400	820	2,416	1,540	3,956	0	3,956
CONTRACTUAL SERVICES	0900	9,324	9,324	0	9,324	0	9,324
TOTAL BY OBJECT SERIES		43,157	48,795	1,540	50,335	0	50,335
SOURCES OF FUNDING							
SPECIAL REVENUE	SR	43,157	48,795	1,540	50,335	0	50,335
TOTAL BY FUNDS		43,157	48,795	1,540	50,335	0	50,335

DEPARTMENT BOARD OF BARBER EXAMINERS
 DIVISION ADMINISTRATION
 UNIT ADMINISTRATION

Wyoming On Line Financial Codes
 DEPT DIVISION UNIT FUND APPR
 016 0100 0101 023 023

SECTION 1. UNIT STATUTORY AUTHORITY

W.S. 33-7-101 through 33-7-211 Board of Barber Examiners

SECTION 2. STANDARD BUDGET REQUEST

Part A: Narrative

The department does not have any staff and is made up of three (3) Board members appointed by the Governor. All administrative duties of this agency are performed as a result of a MOU with the Board of Cosmetology. The cost of the administrative services is \$3500 per year through June 30, 2020. The Barbers have now established 3 schools within the State of Wyoming and additional duties will be performed and the contract fee will be reconsidered upon renewal.

Part B: Revenue

Funding is 100% Earmarked - All fees are generated by license and related fees. The Barber Board is self-sufficient and the State Treasurer deposits all revenue received in an earmarked fund.

GOVERNOR'S RECOMMENDATION

I recommend approval of the standard budget as submitted.

SECTION 3. SPECIAL REVENUE FUND HISTORY

OTHER FUND USAGE HISTORY

Agency Fund 023 Board of Barber Examiners

	15/16	17/18	Estimate 19/20	Estimate 21/22	Estimate 23/24
Beginning Balance	\$42,935	\$48,569	\$62,799	\$78,299	\$81,934
- 0101	(\$24,468)	(\$17,594)	(\$33,500)	(\$48,795)	(\$48,795)
+ Revenue	\$30,102	\$31,824	\$49,000	\$52,430	\$56,100
Ending Balance	\$48,569	\$62,799	\$78,299	\$81,934	\$89,239

DEPARTMENT BOARD OF BARBER EXAMINERS
 DIVISION ADMINISTRATION
 UNIT ADMINISTRATION

Wyoming On Line Financial Codes
 DEPT DIVISION UNIT FUND APPR
 016 0100 0101 023 023

Current balance as of this report - \$23,885.00

Statutory Authority W.S. 33-07-101 through 211

Fund Description and restrictions - 100% self funded

Revenue Sources Codes & Descriptions:

2101 Barber Shop
 2304 Barber License
 5207 Barber Exam Fee
 5250 Late Fee
 5328 Inspection Fee

SECTION 4. EXCEPTION REQUEST

PRIORITY #1 – Cost of web page maintance and updates

A. EXPLANATION OF REQUEST: To cover cost of maintaining and updating the barber information on the web page

B. REQUEST BY OBJECT CODE, FUNDING AMOUNT & FUND SOURCE:

	Object Code	Amount	Funding Source
1	0410 - data base maintance	\$1,540	100% 6602
	Total	\$1,540	

C. PERFORMANCE JUSTIFICATION: As the number of barbers continue to grow in Wyoming and now with three barber school in the state there is a growing need to be able to supply up to date information on the cosmetology/barber web site. The exception amount will help cover these charges.

GOVERNOR'S RECOMMENDATION

I recommend approval of this exception request as submitted.

DEPARTMENT DIVISION UNIT	BOARD OF BARBER EXAMINERS ADMINISTRATION ADMINISTRATION	Wyoming On Line Financial Codes					
		DEPT	DIVISION	UNIT	FUND	APPR	
		016	0100	0101	023	023	
1		2	3	4	5	6	7
Description	Code	Base Budget 2021-2022	Standard Budget	Total Dept Exception Request	Total Budget Request	Governor's Exception Changes	Governor's Recommendation
EXPENDITURES							
SALARIES CLASSIFIED	0103	13,200	13,200	0	13,200	0	13,200
EMPLOYER PD BENEFITS	0105	1,166	1,282	0	1,282	0	1,282
PERSONAL SERVICES	0100	14,366	14,482	0	14,482	0	14,482
UTILITIES	0203	250	75	0	75	0	75
COMMUNICATION	0204	1,007	500	0	500	0	500
DUES-LICENSES-REGIST	0207	550	0	0	0	0	0
ADVERTISING-PROMOT	0208	700	200	0	200	0	200
TRAVEL IN STATE	0221	800	0	0	0	0	0
TRAVEL OUT OF STATE	0222	1,000	0	0	0	0	0
BD/COMM TRAVEL REIMBURSEME	0227	2,000	1,000	0	1,000	0	1,000
BOARD IN-STATE TRAVEL	0228	8,000	11,000	0	11,000	0	11,000
OFFICE SUPPL-PRINTNG	0231	624	624	0	624	0	624
EDUCA-RECREATNL SUPP	0236	1,000	2,532	0	2,532	0	2,532
REAL PROPERTY RENTAL	0251	496	496	0	496	0	496
EQUIPMENT RENTAL	0252	150	150	0	150	0	150
PAYMENTS	0255	50	50	0	50	0	50
SUPPORTIVE SERVICES	0200	16,627	16,627	0	16,627	0	16,627
COST ALLOCATION	0301	2,020	5,946	0	5,946	0	5,946
RESTRICTIVE SERVICES	0300	2,020	5,946	0	5,946	0	5,946
CENTRAL-SER DATA-SER	0410	280	1,848	1,540	3,388	0	3,388
TELECOMMUNICATIONS	0420	540	568	0	568	0	568
CENT. SERV./DATA SERV.	0400	820	2,416	1,540	3,956	0	3,956
CONTRACT SERVICES	0901	9,324	9,324	0	9,324	0	9,324
CONTRACTUAL SERVICES	0900	9,324	9,324	0	9,324	0	9,324
EXPENDITURE TOTALS		43,157	48,795	1,540	50,335	0	50,335
SOURCE OF FUNDING							
BARBER SHOP LICENSE	2101	16,271	11,469	0	11,469	0	11,469
BARBER LICENSE	2304	9,329	6,576	0	6,576	0	6,576
BARBER EXAM FEE	5207	1,300	916	0	916	0	916
LATE FEE	5250	500	352	0	352	0	352
BARBER SHOP INSPECTION FEE	5328	539	380	0	380	0	380
PUBLICATION SALES	5508	100	71	0	71	0	71
CONVENIENCE FEES- CREDIT CARDS	6286	100	71	0	71	0	71
SPECIAL REVENUE FUND-BUDGET	6602	15,018	28,960	1,540	30,500	0	30,500
SPECIAL REVENUE	SR	43,157	48,795	1,540	50,335	0	50,335

DEPARTMENT		Wyoming On Line Financial Codes					
DIVISION		DEPT		DIVISION		UNIT	
UNIT		016		0100		0101	
				023		023	
						023	
1		2	3	4	5	6	7
Description		Base Budget 2021-2022	Standard Budget	Total Dept Exception Request	Total Budget Request	Governor's Exception Changes	Governor's Recommendation
Code							
TOTAL FUNDING		43,157	48,795	1,540	50,335	0	50,335